

# Receiving Messages

## Checking For Incoming Mail

The POP server is where your mail is received and stored until it is transferred to Eudora on your Macintosh. Your POP server account is specified in the Getting Started Settings.

*Note: To best understand the functioning of the POP server with respect to Eudora, see Appendix C.*

There are two ways to check your POP server and transfer mail to your Macintosh: automatically or manually. These are described in the sections below.

You can also control how your mail is transferred from the server, and what happens to it on the server. For details, see the section "Managing Your Mail on the POP Server."

### Checking for Mail Automatically

You can set up Eudora to automatically check your POP server and transfer new mail every so often. To do this, select Settings... from the Special menu, and select the Checking Mail Settings. Turn on the Check for mail every ? minutes option, and enter the number of minutes that you want between mail checks (Eudora must be running, but you can be using other applications on your Macintosh). For example, if you type in 15, Eudora checks for mail every 15 minutes. In fact, 15 minutes is a good minimum interval, because checking mail more frequently puts an unnecessary load on your POP server.

*Note: If automatic checking is set, the Check Mail command under the File menu displays the next time that an automatic check is scheduled to occur.*

### Checking for Mail Manually

You can check for mail manually at any time by selecting **Check Mail** from the **File** menu. If you haven't successfully entered your password since opening the Eudora program, you are prompted for it. A progress window is momentarily displayed at the top of the screen indicating that an attempt to reach your POP account is being made.

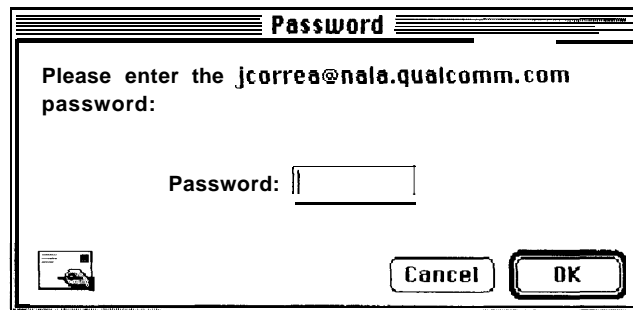
*Note: If automatic checking is on and you manually check for new mail, the next automatic mail check will happen at the specified number of minutes after the manual check.*

### Stopping a Mail Check

If you want to stop a mail check in the middle, click on the **Stop** button in the progress window or hold down the command key and type a period (.).

## Using Your Password

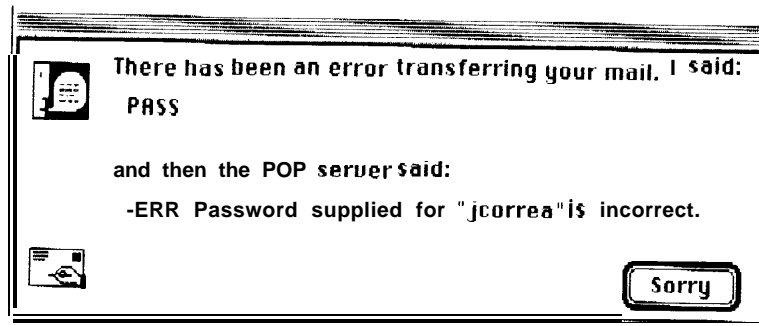
Each time you open Eudora and check mail for the first time, you need to enter your password. In the Password dialog, type in your password and click **OK**. If you make a mistake before clicking OK, simply backspace and re-enter the password correctly.



*Entering your password*

*Note: Your POP account password is case-sensitive, so the uppercase and lowercase characters must be typed in exactly.*

If your password is rejected, an error message is displayed indicating that you have entered the wrong password.



#### *Wrong password*

Select **Check Mail** from the File menu to redisplay the password dialog.

As long as Eudora is running, it remembers your password. If you don't want it to remember (if, for example, you are away from your Macintosh), select Forget Password from the Special menu. The next time you check mail, you are prompted for your password again.

You can also make Eudora remember your password from one session to the next, which means you never have to enter your password again, even if you quit and open Eudora again. You only want to do this if your Macintosh is in a secure location, where there is no possible chance of someone else having access to it. To use this option, turn on Save password in the Checking Mail Settings.

### **Changing Your Password**

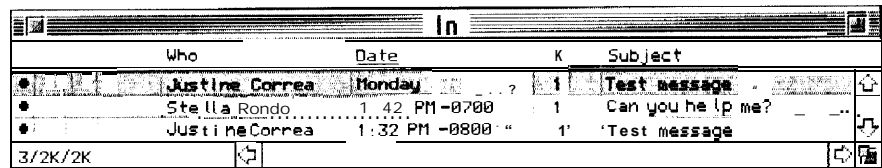
To change your POP account password, select Change Password... from the Special menu. (This command only works if your POP server is running a compatible password-change server. For information about these servers, see Appendix A.) You are prompted to enter your old password once, and your new password twice. Depending on the server you are using, the password can be up to 30 characters, but normally it is only 7 or 8.

When you choose a new password, try not to use real words, names, dates, familiar acronyms, etc. Some servers require at least one number or symbol in your password, and you may want to do that even if it is not required.

## Receiving New Mail

When Eudora does a mail check, you can be notified of new mail in one or all of the following ways: an alert dialog, a flashing mail icon in the menu bar, the opening of the mailboxes to which new mail is delivered, and a special “New Mail” sound. These options are turned on or off in the Getting Attention Settings.

When you receive notice that new mail has arrived, select Eudora from the applications menu. Mail usually arrives in the In mailbox (unless you are using filters to transfer messages). If the In mailbox is not already open, select **In** from the Mailbox menu. The messages are listed in the order they are received, with the most recent message listed last. Unread messages are designated by a bullet (•) in the Status column of the message summary.

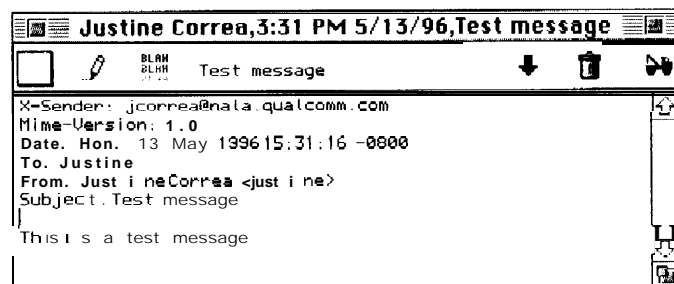


*Unread messages in the In mailbox*

Double-click anywhere on a message summary to open the message. Incoming messages are saved indefinitely in the In mailbox (or the mailbox they are filtered into) until they are deleted or transferred to another mailbox.

## The Incoming Message Window

To open an incoming message, double-click on its message summary in a mailbox window, or, if the message summary is current (highlighted), select Open... from the File menu or press the space, enter or return key.



*An incoming message window*

The incoming message window consists of the title bar, the icon bar, and the message body.

### Title Bar

The Title bar provides information about the message, including the name of the sender, the time and date the message was delivered, and the message subject.

### Icon Bar

The Icon bar consists of a series of objects that are displayed just under the title bar. To turn an icon on, click on it to put a checkmark next to it.



#### Priority Popup

This lets you indicate that the message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see the section "Setting the Message Priority."



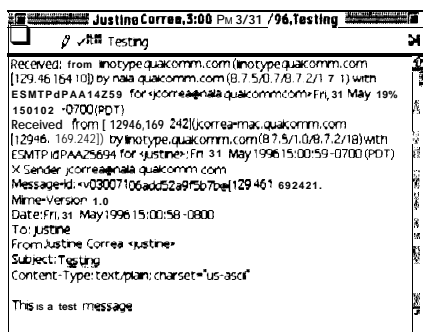
#### Pencil

If this is on, you can edit the message.



#### BLAH, BLAH, BLAH

If this is on, all the message headers are displayed.



*Incoming mail with all headers displayed*

### Subject

This is the subject that was assigned by the sender, and is shown in the message summary. For instructions on changing this subject, see the section "Editing Incoming Messages."

**Fetch**

If this is on, the message is transferred in full the next time you check mail. This icon is only displayed if the message was originally transferred in part. For details, see the section “Managing Your Mail on the POP Server.”

**Trash**

If this is on, the message is deleted from the server the next time you check mail. This icon is only displayed if the original message is still on the server. For details, see the section “Managing Your Mail on the POP Server.”

**Tow Truck**

This can be used to drag any current message into a different mailbox. Just hold the mouse button down on the icon and drag it to an open mailbox or a mailbox button on the toolbar.

**Message Body**

The message body contains the message header and text information, as well as the name and icon of each attachment. Attachments can be opened from within the message window by double-clicking on the attachment icon (see the section “Automatically Opening Attachments”).

You can specify what kind of text styles you want or don’t want displayed in incoming messages. In the Styled Text Settings, just turn off the option for a style that you don’t want to receive (e.g., bold text). All of the possible styles are on by default.

**Receiving Attachments**

Unless you have specified a particular folder for your incoming attachments (see the section “Specifying an Attachment Folder”), they are automatically decoded and saved in the **Attachment Folder** in your Eudora Folder (which is in your System Folder). If you receive multiple attachments with the same name, a number is added to the end of each duplicate name, in the order they are received.

Attachment names and icons are displayed at the bottom of incoming messages. To open an attachment from the message window, double-click on the attachment name or its icon. If you have the application that the attachment was created in, that application launches and the attachment opens.

To move the attachment from one folder to another, highlight the attachment in the message, then drag it to where you want it.

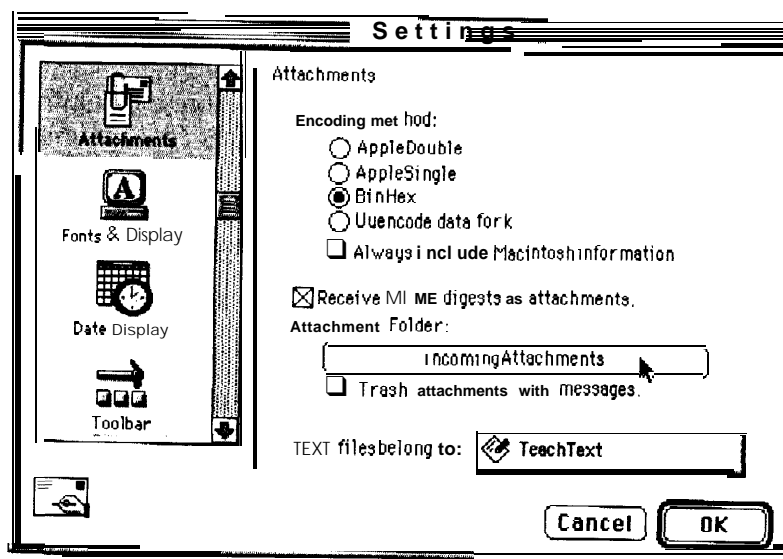
To copy the attachment to another folder, highlight the attachment in the message, hold down the option key, then drag it to where you want it.

To find out where the attachment is located on your Macintosh, hold down the control and command keys, then click on the attachment in the message. The folder that holds the attachment is opened and the attachment is highlighted. This only works for the original attachment, not any copies you have made.

### Specifying an Attachment Folder

If you do not want to use the default Attachment Folder to receive your attachments, select **Settings...** from the **Special** menu and select the Attachments Settings. Then click on the large button beneath the Attachment Folder prompt. A standard file dialog is displayed.

Double-click on the name of the folder you want to use (its name should be displayed in the menu above the list), then click the **Use Folder** button. The dialog closes, leaving the Settings dialog displayed. The name of the folder you just selected is now displayed in the **Attachment Folder** button.



*An attachments folder is selected*

If this does not work, you may have a conflicting system extension. To get around this problem, restart your Macintosh with all of the extensions turned off, then open Eudora and set the Attachment Folder again. You should be able to restart your Macintosh with all of your extensions on and still maintain the specified folder.

*Note: If at any time Eudora cannot find your selected folder, an alert is displayed at startup informing you that the Attachment Folder is unavailable. Eudora will use the Attachment Folder in the Eudora folder for attachments until you designate a new folder.*

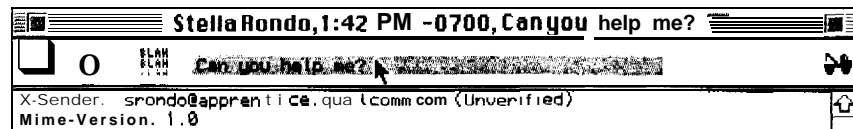
## Editing Incoming Messages

You can edit the message body in an incoming message if you turn on the Pencil icon in the icon bar. You can also edit the Subject in the icon bar (this is the subject shown in the message summary).

To edit an incoming message, click on the Pencil icon to turn it on, then edit the message body. When you are done, save your changes and close the message. You may want to turn off the Pencil icon before closing the message, so that you don't make accidental changes.

To edit the subject of an incoming message, open it and edit the subject in the icon bar (not the subject in the message body). When you are done, click somewhere else in the message, or close it. The new subject is displayed in the message summary. The contents of the **Subject** field of the message header remain unchanged.

*Note: If you reply to the message, the original subject is used for the reply, not your changed subject. This gives you the freedom to put information useful to you into the summary, without fear of your private notes being revealed to your correspondents.*



*Editing the subject of an incoming message*



## Using Active URLs

Any string of text that Eudora recognizes as a URL (Uniform Resource Locator: http, ftp, gopher, ph. finger, etc.) is active. You can hold down the command key and click on a URL (or just double-click) to open a World Wide Web location, transfer a file, do a gopher search, use the finger tool, etc.

To specify what Internet application you want to use for a URL type, hold down the option key and double-click on the URL. A standard file dialog is displayed. Select the application you want, then click on open. The application is opened and goes to the selected URL. The next time you select a URL of that type, the same application is automatically used.

## Managing Your Mail on the POP Server

During a mail check, your incoming messages are normally transferred from your account on the POP server to your Macintosh, and then deleted from the POP server. But this can be awkward if you want to read mail from two or more Macintoshes, and keep your mail organized at the same time.

There are several options that you can use to control your mail transfers and the storage on the server. Some of these options are available in the Checking Mail Settings, and some are available in the Mail Transfer Options dialog.

### Leaving Mail on the Server

To transfer all of your new messages from the POP server to the Macintosh you are on, and also leave copies of those messages on the server, turn on the **Leave on server** option in the Checking Mail Settings. You can set the number of days the copies should be kept, or leave the field blank to store the copies indefinitely.

At the next mail check from that Macintosh, Eudora ignores the copies of those previously read messages and looks for new ones. However, if you check mail from another computer, those messages are treated as new and are transferred to that computer.

*Note: The **Leave on server** option should be used with care, since it can result in a buildup of messages on the POP server.*

### Deleting a Message from the Server

To delete a message that has been left on the server (without retrieving it again), turn on the Trash icon in the message's icon bar or set the message summary's server action to Delete, then check mail again. Or, use the Delete all messages that have been retrieved option in the Mail Transfer options dialog (described in the section "Checking for Mail with Special Server Instructions").

### Skipping Messages Over a Certain Size

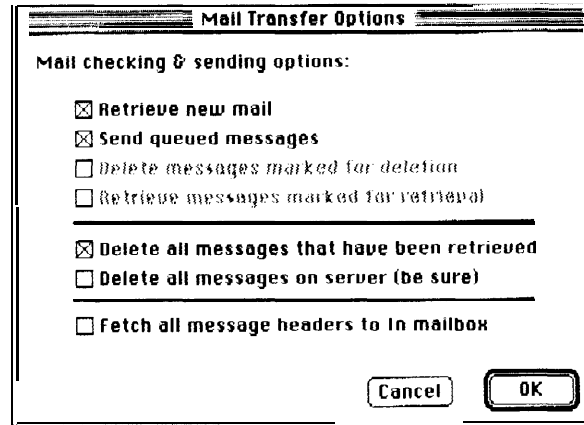
To stop Eudora from transferring incoming messages that are too large, turn on the Skip messages over ? K option in the Checking Mail Settings, and specify a size. Only the first few lines of the messages that exceed that size are transferred, with a note at the bottom stating that the whole message has not been transferred,

If you decide you want to transfer the whole message, click on the **Fetch** icon in the incoming message window, or select the **Fetch** server action in the message summary, then check mail again. You can also use the **Trash** icon or the **Fetch & Delete** server action so that the message is deleted from the server after transferring it.

If you decide you don't want the message and want to delete it from the server, click on the Trash icon in the incoming message window, or select the **Delete** server action in the message summary, then check mail again.

### Checking for Mail with Special Server Instructions

To check your mail and give special transfer and storage instructions to the server, hold down the option key and select **Check Mail Specially . . .** from the **File** menu. The Mail Transfer Options dialog is displayed. Set the options you want and click on the OK button to continue checking for mail.



*The Mail Transfer Options dialog*

The mail transfer options are described below.

**Retrieve new mail**

Transfer your new mail from the POP server to your Macintosh.

**Send queued messages**

Send all the queued messages (marked "Q") in your Out mailbox.

**Delete messages marked for deletion**

Delete the messages on the server that are marked Delete in Eudora. This is for messages that were retrieved only in part, either with the Leave on server or Skip messages over  $x$  k options (in the Checking Mail Settings), or with the Fetch all Message Headers option (in the Mail Transfer Options dialog).

**Retrieve messages marked for retrieval**

Retrieve the messages on the server that are marked Fetch or Fetch & Delete in Eudora. This is for messages that were retrieved only in part, either with the Leave on server or Skip messages over  $x$  k options (in the Checking Mail Settings), or with the Fetch all Message Headers option (in the Mail Transfer Options dialog).

*Note: To mark a message Fetch, Delete, or Fetch & Delete, either click on the icons in the incoming message window, or select an option from the Server Action popup of the message summary.*

**Delete all messages that have been retrieved**

Delete all the messages on the server that have already been transferred to the Macintosh you are on.

**Delete all messages on server (be sure)**

Delete all of your messages on the server. Be absolutely sure this is what you want to do because there is no way to undo it.

**Fetch all message headers to In mailbox**

Retrieve the header and the first few lines of every new message. If you select this option, the messages are filtered but Copy or Transfer actions are not done (the message won't leave the In mailbox). Set the Server Action in the message summaries to specify what you want to do with the messages the next time you check mail.

***Important:** If you delete the message header, and you have the Delete **from server** when **emptied from** trash option on in the Checking Mail Settings, the message is gone completely from Eudora and the server.*